

## **FEE IN LIEU OF ROAD IMPROVEMENTS APPLICATION PROCESS**

In select circumstances, a fee may be furnished in lieu of meeting road improvement requirements. This "fee in lieu of" providing road improvements and subsequent construction will be utilized by the Department of Planning & Zoning, Development Engineering Division in conjunction with the Howard County Capital Projects program. The application and processing of this fee shall be per criteria outlined in Design Manual Volume III, and the following procedures:

### **1.0 BASIC INFORMATION**

- A formally written request by a registered (Maryland) professional engineer shall be required.
- The request shall be addressed to the Chief, Development Engineering Division, Department of Planning & Zoning.
- The request can be sent anytime but ideally at the initial plan stage.
- The request shall be processed by the Development Engineering Division, Department of Planning & Zoning with assistance from the Bureau of Engineering, Department of Public Works.
- The review normally takes approximately three weeks for an initial response; formal response will be a letter from the Chief, Development Engineering Division, Department of Planning & Zoning.
- Payment for the request shall be made to the Director of Finance.
- Payment of the fee-in-lieu of road improvements is due prior to execution of Site Development Plan or Final Plat.

### **2.0 APPLICATION (3 Sets)**

#### **2.1 COVER LETTER SHALL INCLUDE:**

- Project Name
- DP&Z File Number
- Reference to Design Manual, Volume I.
- Basis of application (See 3.0 below)
- Signature by a registered (Maryland) Professional Engineer

#### **2.2 BACKUP INFORMATION GENERALLY IN FORM OF LETTER REPORT TO INCLUDE:**

- Location of the project on tax map, capital project listing, etc. All maps must be referenced.
- The existing and proposed road improvements.
- The computation of the fee amount, per Design Manual, Volume III.

### 3.0 BASIS OF APPLICATION

The Development Engineering Division, Department of Planning & Zoning, will evaluate the application based principally on whether it is "in the best interest of the County," per Design Manual, Volume III. We will consider it in our best interest if:

- There is no adverse impact as principally defined by the potential of harm to human health, welfare, safety, or property;
- It is impractical to construct, whether a Capital Project exists for inclusion of the proposed improvements; and
- There is an advantage to using the "fee in lieu of" to measurably benefit the County (e.g., add on to planned Capital Projects).

The above needs to be addressed clearly in the cover letter as part of basis of application (see 2.0 above).

### 4.0 OTHER NOTES

- Where an existing Capital Project (either MSHA or County) is to be utilized, a fee in lieu may be necessary if the County has contributed to the construction of that project.
- The calculations shall be based on the percentage impact of the proposed development for APFO Road Improvements or the cost of constructing the frontage improvements for other projects.
- A fee in lieu of constructing road improvements can only be considered if there is an existing capital project or a new capital project is created for the associated improvements.

Contact the Development Engineering Division, Department of Planning and Zoning at (410) 313-2420 if there are further questions.

### 5.0 APPLICATION/REVIEW FEE

The application is considered a Design Manual Waiver request. The required fee approved by Council shall be required and be made payable to the Director of Finance. The fee should be:

1. Submitted along with the waiver to the Chief, Development Engineering Division, Department of Planning & Zoning; or
2. Your courier should take the check to the Cashier's Office on the second floor of the George Howard Building and deposit the fee in **ACCOUNT #R-011-005-4223**. The "pink" receipt should be submitted along with the package.

September 2007

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